

DISCOVERY CHARTER SCHOOL

Board Meeting Minutes

April 21, 2016

A Board of Trustees Meeting was held on April 21, 2016, at the Discovery Charter School, 133 Hoover Drive, Rochester, NY 14615.

Trustees Present: Scott Adair; Sarah Armignacco; Dan Aurelli; Donna Dedee Doyle; Joseph Martino; Robert Stiles; Sara Varhus; David Vigren

Trustees Excused: Yoshida Blackman; Lisa Lewis; Olivia West

Also Present: Joseph Saia, School Director; Anne Culver, Business Manager; Steven Polowitz, Attorney; Valerie Nolan, Consultant

1. Call to Order

The Chair called the meeting to order at 6:00 p.m. and it was determined that a lawful quorum was present.

2. Proof of Public Notice of Meeting

Public Notice was provided in the Messenger Post.

3. Conflict of Interest Reminder

The Chair read the following statement: “The Chair reminds everyone that if a potential conflict of interest exists concerning a subject under discussion by the Board that you have an obligation to disclose the potential conflict and, if deemed a conflict, recuse yourself and leave the room during any discussion and vote on the subject.”

4. Approval of Minutes of Previous Meeting

A motion to approve the minutes of the March 17, 2016 meeting was made by Ms. Varhus, seconded by Mr. Stiles and unanimously approved.

5. Charter Renewal

Mr. Vigren reported on the NYSED’s recommendation and subsequent Board of Regents’ approval of a 3-year renewed charter for the school.

6. Board Officer Elections

In the wake of Mr. Aureli resigning from his Vice Chair position, Mr. Vigren nominated Ms. Varhus for that position. He called for other nominations. There were none. The board voted unanimously to elect Ms. Varhus Vice Chair of the Board.

Mr. Vigren nominated Mr. Stiles Secretary, as Ms. Varhus vacated that position upon her election to Vice Chair. The Chair called for other nominations. There were none. The board voted unanimously to elect Mr. Stiles Secretary of the Board.

7. Director's Report

Mr. Saia reviewed his report, highlighting several points:

- Year to date attendance continues at 95%.
 - More aggressive student recruiting is necessary prior to the 2017 lottery. Mr. Martino agreed to serve on an ad hoc committee to help this fall.
 - Despite our best efforts, 5% of our students opted out for the NYS ELA test, 9% opted out for the NYS Math test.
 - Over 80% of our 6th graders will be going to competitive schools, private and public, for their 7th grade because these schools recognized the likelihood of our students' success.
 - The school was approved to participate in the Rochester Mayor's Pillars of Hope program, where urban professionals meet with 6th graders monthly for an hour.
 - Elizabeth Cullum (DCS staff) is one of two individuals offering JUMP Math professional development (paid for by a scholarship). DCS staff will be attending in July and August.
- a. Academic Improvement Actions.** Mr. Saia reviewed his Academic Improvement Actions report. He briefed the board on the daylong visit of Brett Gallini, Head of School, and Deyvis Salazar, Assistant Principal, of the Neighborhood Charter School of Harlem on 4/19/2016. Mr. Saia and Ms. DePalma will be visiting NCSH on May 12.
- b. School Calendar.** Mr. Saia reviewed the proposed 2016-17 school calendar, patterned after the RCSD calendar, but including 200 school days and daily hours from 7:30 am – 3:30 pm Monday – Thursday and 7:30 am – 1:30 pm Friday. A motion to approve the calendar as presented was made by Mr. Martino, seconded by Ms. Armignacco and unanimously approved.
- c. NYS Assessments.** Mr. Saia reported that the NYS ELA and Math Assessments have been completed. He was exceptionally impressed with the seriousness with which our students worked on the tests.

8. Business Matters

- a. **Enrollment Report.** The board reviewed the March Enrollment Report.
- b. **Lottery Report.** Ms. Culver led the board through the 2016 Lottery Summary. There were 205 applications received for 55 seats available. A wait list of 150 applications now exists (74 for Kindergarten).
- c. **Building Lease.** Ms. Culver reported on progress in negotiating the renewal of the school's building lease. She expects it to be ready for the board to approve in May. During this discussion Mr. Martino left the room.

9. HR Committee Report

Mr. Martino and Ms. Armignacco reported that the HR Committee recommends that teacher salaries be increased to support retention and equity with district salaries. The recommendation is included in the 2016-17 budget proposal that will be placed before the board during this meeting.

10. Finance Committee Report

- a. **March Financial Statements.** Mr. Adair led the board in a review of the March financial statements, including a Cash Flow Forecast for year-end 6/30/2016.
- b. **Key Financial Indicators.** Mr. Adair led the board in a review of the Key Financial Indicators report as of 3/31/2016.
- c. **2016-17 Budget.** Mr. Adair and Ms. Culver led the board through the proposed 2016-17 budget. After discussion, a motion to approve the budget as presented was made by Mr. Aureli, seconded by Ms. Armignacco and unanimously approved.
- d. **Grant Status Report.** Ms. Culver reviewed the Grant Status Report of 4/12/2016.
- e. **Check Detail Report.** Mr. Adair asked if there were any questions concerning the March Check Detail Report. There were none.
- f. **Checks Over \$5,000.** Mr. Adair presented *Resolution #235* outlining non-routine March checks of \$5,000 or more. The resolution was moved by Mr. Adair, seconded by Ms. Dedee Doyle and unanimously approved.

11. Old Business

The Chair asked if there was any old business to consider. It was reported that the location for the 2016 Holiday Gathering with staff will be the Airport Marriott.

12. New Business

The Chair asked if there was any new business to consider. There was none.

13. Motion to Adjourn

A motion to adjourn was made by Ms. Martino, seconded by Ms. Armignacco and unanimously approved at 8:25 pm.